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1988 Placement Handbook

Georgia State University College of Law

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1988
COLLEGE OF LAW
PLACEMENT HANDBOOK



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I. INTRODUCTION

This Handbook is designed to be a starting point for your job search. Although it is ultimately your responsibility to secure employment, the Placement Office endeavors to make as many employment opportunities available as possible. To that end, we strongly encourage you to familiarize yourself with the Placement Office and to utilize the services we offer. This Handbook provides a guide to those Placement Services and information to assist you with job hunting.

II. NATIONAL ASSOCIATION FOR LAW PLACEMENT

The College of Law is a member of the National Association for Law Placement and adheres to the NALP principles and standards for law placement and recruitment activities.

A. NALP PRINCIPLES FOR CANDIDATES (PART III)

Candidates should prepare thoroughly for the employment search process

Candidates should comply with the placement policies and procedures of law schools whose services they use.

Before beginning an employment search, candidates should engage in thorough self-examination. Work skills, vocational aptitudes and interests, lifestyle and geographic preferences, academic performance, career expectations and life experiences should be carefully evaluated so that informed choices can be made. General instruction should be obtained on employment search skills, particularly those relating to the interview process.

Prior to making employment inquiries, candidates should learn as much as possible about target employers and the nature of their positions. Candidates should interview only with employers in whom they have a genuine interest.

Throughout the employment search process candidates should represent their qualifications and interests fully and accurately

Candidates should be prepared to provide at employers' request copies of all academic transcripts. Under no circumstances should academic or biographical data be falsified, misrepresented, or distorted either in writing or orally. Candidates who engage in such conduct may be subject to elimination from consideration for employment by the employer, suspension or other academic discipline by the law school, and disqualification from admission to practice by bar admission authorities.

Candidates should be prepared to advise prospective employers of the nature and extent of their training in legal writing. Writing samples submitted as evidence of a candidate's legal skills should be wholly original work. Where the writing was done with others, the candidates's

contribution should be clearly identified. Writing samples from law-related employment must be masked adequately to preserve client confidentiality and used only with the permission of the supervising attorney.

Throughout the employment search process students should conduct themselves in a professional manner

Candidates who participate in the on-campus interview process should adhere to all scheduling commitments. Cancellations should occur only for good cause and should be promptly communicated to the placement office or the employer.

Invitations for in-office interviews should be acknowledged promptly and accepted only if the candidate has a genuine interest in the employer.

Candidates invited to interview at employer offices should request reimbursement only for ordinary and necessary expenses which are directly related to the interview and incurred in good faith.

Candidates expecting reimbursement for travel expenses should reach an understanding with the employer prior to the trip. Expenses for trips during which interviews with more than one employer occur should be prorated in accordance with those employers' policies.

Candidates should notify employers and their placement offices of their acceptance or rejection of employment offers by the earliest possible time, and no later than the time established by rule, custom or agreement

Candidates should expect and request offers to be confirmed in writing. Candidates should abide by the standards for student responses set out in Part V and should in any event respond in writing to offers as soon as their decision is made, even if that decision is made in advance of the prevailing deadline date.

In fairness to both employers and peers, students should act in good faith to decline promptly offers for interviews and employment which are no longer being seriously considered. In order for law schools to comply with federal and institutional reporting requirements, students should notify the placement office upon acceptance of an employment offer, whether or not the employment was obtained through the office.

Candidates seeking or preparing to accept fellowships, judicial clerkships, or other limited term professional employment should apprise prospective employers of their intentions and obtain a clear understanding of their offer deferral policies.

Candidates should consider the acceptance of an offer a binding obligation

Candidates should, upon acceptance of an offer of employment, immediately withdraw from consideration with all other employers.

If, because of unforeseen circumstances, it becomes necessary for a candidate to request release from or modification of his or her acceptance, both the employer and the placement office should be notified promptly.

Students who engage in law-related employment should adhere to the same standards of conduct as lawyers

In matters arising out of law-related employment, students should be guided by the standards for professional conduct which are applicable in the employer's state. When acting on behalf of employers in a recruitment capacity, students should be guided by the employer principles in Part IV.

Students should exercise care to provide full and fair information when advising peers about former employers.

B. NALP STANDARDS FOR THE TIMING OF OFFERS AND ACCEPTANCES (PART V)

The undersigned member law schools, in order to foster an orderly interviewing, selection and decision-making process, do hereby agree to the following employment offer and acceptance dates:

1. Prospective employers offering positions in the Fall to second and third year students should leave their offers open until at least December 15, provided the student:
 - a. Reaffirms his/her interest in the offer if requested to do so.
 - b. Affirms within four weeks after receiving an offer and at such intervals thereafter as may be specified in the offer, that he/she is not holding more than one other offer which was received more than ten days before from an employer in the same location.
 - c. May, in cases where the student has not been able to complete his/her interviewing prior to December 1, request from an employer a later date until which the offer is to be held open.
2. Prospective employers offering positions prior to October 1 to third year students employed by them during the preceding summer should leave those offers open until at least November 15, provided the student reaffirms his/her interest in the offer if requested to do so.
3. Employers should not begin recruiting, schedule interviews with, nor make offers to first-year students until after December 15.
4. An individual school may set offer response dates other than those established above. A school will do so only if it sees no reasonable alternative which will be fair to all employers who adhere to the school's rules for interviewing on campus and provides notice to all employers using its facilities of its special dates.

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III. THE OFFICE

Director: To Be Named

Administrative Coordinator: Ron Parish

Address: Career Planning and Placement Office
Georgia State University College of Law
Urban Life Building
Atlanta, Georgia 30303-3092

Location: Room 168, College of Law, first floor of the Urban Life Building

Telephone: (404) 651-2062

Office Hours: Monday - Friday: 8:30 a.m. - 5:15 p.m.
When classes are in session:
Monday & Wednesday 8:30 - 6:00

A. PLACEMENT REGISTRATION

In order to utilize any of the services of the Placement Office you must register by filing the following with the Office:

- (1) Placement Registration and Release form - must be filed each academic year. These forms are mailed each year to all students in the summer. If you do not receive a form by the end of the summer, come by the Placement Office and get one.
- (2) At least 20 Resumes - It is your responsibility to ensure that a sufficient supply of resumes is available. On-campus interviewers are given copies of all resumes of students who are selected for interviews; thus, for every OCI for which you submit a resume, you should also submit a resume to the Placement Office for your placement file.

B. PLACEMENT BULLETIN BOARDS

The Placement Bulletin Boards are located in the hallway outside the Placement Office and are for Placement use only. Job listings, a placement calendar and all Placement announcements regarding OCI's, resume forwarding, seminars and Placement deadlines are posted on these boards. Check these boards frequently.

C. PLACEMENT MESSAGE BOARD

You may use our telephone number (651-2062) on your resume. We will be glad to take a message for you and keep it in the Office and post your name on the Message Board which is located next to the Placement Office door. It is your responsibility to check the Message Board for your name; we cannot track you down.

D. PLACEMENT COMPUTER

The Office has a computer for student use. In the near future students will have access to resume writing software that is available in the Placement Office.

E. PLACEMENT TYPEWRITER

There is a correcting electric typewriter available for student use in the Placement Office for typing cover letters, resumes and follow-up letters.

F. PLACEMENT LIBRARY

The Placement Library located in the Placement Office has a variety of resource materials (206 titles plus 15 journals and newspapers) to assist you in your job search. Most of the library materials can be borrowed overnight but first they must be checked out with the staff. The library materials are arranged in the following order:

Bar Information

Directories: includes legal and non-legal

Recommended: Martindale-Hubbell Law Directory

Resume Preparation and Writing

Interviewing

Recommended: Sweaty Palms: The Neglected Art of Being Interviewed

Career Decisions/Job Hunting

Recommended: What Color Is Your Parachute?

Accounting

Clerking

Continuing Education/Graduate Law Programs

Corporations

Environmental Law

Federal Government: includes application forms for various agencies

Recommended: Federal Bar Association Lawyers Job Bulletin Board
The National Federal Legal Employment Report Job Listings

State Government: includes job announcements for Georgia agencies

International

Judicial

Military

Miscellaneous

Private Practice

Public Interest

Recommended: Job Market Previews - Positions Available in Legal Services Program and Public Interest Law

Legal Journals and Newspapers

Placement Notebooks: These notebooks are compiled by the Placement Office and are also on reserve in the Law Library.

Firm Resume Notebooks: Includes letters from firms requesting resumes directly from students.

Judicial Clerkship Notebook: Includes mailing lists for

federal and state judges.

Metro-Atlanta Mailing List Notebook

Miscellaneous Notebooks: Includes job announcements and Mailing lists for corporations, district attorneys, federal agencies, fellowships, international law, law school positions, public defenders, public interest, scholarships, solicitors and state agencies.

Student Handouts: Handouts are located in the handout cabinets and are available for you to take. Topics include clerking, interviewing, job hunting, judicial clerking, law practice, minorities, miscellaneous, and resumes.

IV. PLACEMENT SERVICES

A. COUNSELING

Individual and group counseling is available on career options, job hunting, resumes and interviewing. The Director is available to meet with you individually. Please call for an appointment.

Seminars are held on career opportunities, resumes and interviewing throughout the year. Announcements regarding seminars are posted on the Placement Bulletin Board. We strongly urge you to attend as many seminars as you can.

B. ON-CAMPUS INTERVIEW PROCEDURES

The Placement Office conducts OCI's for the fall and spring. Most employers come in the fall; these employers are usually the larger law firms which have a regular recruiting program. Many of them request resumes from students who are in the top 20% of the class or on law review. If you do not meet an employer's qualifications, you should not sign up. You must be realistic when you apply and you should respect an employer's criteria for sign up. Information on an interviewer's requirements is in the Resume Notebooks in the Placement Library. You should carefully research all employers for which you sign up in order to ensure that you sign up for the employers of interest to you.

**** Sign up for fall OCI's begin the first day of fall classes and is on a first-come first-serve basis. There are only 70 sign-up slots per employer.**

Notices of OCI's are posted on the Placement Bulletin Board. It is important to check this board often for notices and last minute changes. The OCI sign-up sheet is attached to an employer's folder which is filed in a slot in the "SIGN UP" cabinet in the Placement Office. Each slot is labeled underneath with the employer's name and sign-up deadline.

- (1) Sign your name on the sign-up sheet of the employer you wish to interview; and

- (2) Put a resume, face down, in the folder. In addition to a resume, some employers request a writing sample, special application form and/or transcript. Make sure all of your documents are fastened together before putting them in the folder.

If your resume is in an employer's folder but your name is not on the sign-up sheet, your resume will not be sent. Likewise, if your name is on the sign-up sheet but your resume is not in the folder, your resume will not be sent. The sign-up sheet must be signed and a resume must be in the folder in order for your resume to be sent to an employer. If an employer has requested more than one item, all of those items must be in the folder in order for your application to be sent. If you have not registered with the Placement Office, your resume will not be sent.

DEADLINES. Resumes are sent to employers two weeks before the OCI date. The resume due (RD) date is the date you must sign up and submit a resume. No resumes will be forwarded to an employer after the RD deadline. The deadline to sign-up and submit a resume is 3:30 p.m. on the deadline day.

Employers are allowed to prescreen resumes to decide which students will be interviewed. About a week before the OCI, the employer sends us a list of the names of the students selected for interviews. This list will be posted on the Placement Bulletin Board. If your name is on the list, you must come into the Placement Office and sign up for an interview time slot. The time slot sign up is on a first-come, first-serve basis. The 11:30, 11:50 and 12:10 time slots, if available, will be reserved for evening students for two days after receipt of the employer's interview selection list. Some employers select alternates for interviews and list alternates in order of preference. Any student who is selected as an alternate should check the time slot sign-up sheet often for any cancellations and sign up in order of employer preference. Students may sign up for one another and may exchange time slots before the interview day, but note any changes on the time slot sign-up sheet. On the interview day, the Final Interview Schedule will be posted on the door of the interview room and on the door of the Placement Office. **DO NOT ARRIVE LATE FOR YOUR INTERVIEW.** Wait outside the interview room for the interviewer. When it is time for your interview, knock to let the interviewer know it is time for the next interview; do not enter until invited to enter. Take an extra copy of your resume, a list of your references (if not already noted on your resume), and a writing sample (just in case you are asked for one).

After the interview you should send a thank you letter to the interviewer. Also, fill out the "Student Evaluation of OCI" form which is available in the Placement Office and return it to our office.

NO SHOW POLICY

If you do not show for a scheduled on-campus interview and do not cancel that interview in advance, you have forfeited any right to use the Placement Office for the remainder of that academic year. No shows reflect unfavorably on the student who misses the scheduled interview and on the school.

If you cancel a scheduled on-campus interview, you must provide a good excuse (such as acceptance of a job or serious illness) for cancellation to the Director; otherwise, you have forfeited any right to use the Placement Office for the remainder of that academic year. Additionally, if you do cancel a scheduled interview, you must send the employer a letter of explanation and apology, and provide the Placement Office with a copy.

C. RESUME FORWARDING PROCEDURES

If an employer cannot come on campus for interviews, the Placement Office will gather students' resumes and forward them to the employer on a selected date. Notices of Resume Forwarding are posted on the Placement Bulletin Board. The sign-up procedures are the same as the OCI sign-up procedures. The RF sign-up sheet is attached to an employer's folder which is filed in the "SIGN-UP" cabinet in the Placement Office.

(1) Sign your name on the sign-up sheet of the employer you wish to interview; and

(2) Put a resume, face down, in the folder. In addition to a resume, some employers request a writing sample, special application form and/or transcript. Make sure all of your documents are fastened together before putting them in a folder.

If the resume is in an employer's folder but your name is not on the sign-up sheet, your resume will not be sent. Likewise, if your name is on the sign-up sheet but your resume is not in the folder, your resume will not be sent. The sign-up sheet must be signed and a resume must be in the folder in order for your resume to be sent to an employer. If an employer has requested more than one item, all of those items must be in the folder in order for your application to be sent. If you are not registered with the Placement Office, your resume will not be sent. Resumes are sent to employers on the selected deadline date. No resumes will be forwarded to an employer after the deadline. The deadline to sign-up and submit a resume is 3:30 p.m. on the deadline day. The employer will either contact you directly or call the Placement Office and leave a message for you regarding an interview.

D. DIRECT APPLICATION PROCEDURES

Some employers request that students contact them directly. Information on these employers is available in the Resume Notebooks in the Placement Library and on reserve in the Law Library. You should check the Resume Notebooks often to stay apprised of all available opportunities.

E. JOB LISTINGS

Job listings of immediate job openings are posted on the Placement Bulletin Boards. The jobs are divided into part-time and full-time and sub-divided into legal and non-legal positions. Each listing is numbered and provides a brief job description and the qualifications required, if any. You must come into the Placement Office and ask for the job listing by number in order to find out how to apply. Application is by direct contact with the employer either by sending a resume and cover letter or

by telephone.

HOT LINE. The College of Law Placement Office offers a "HOT LINE" service. The "HOT LINE" is a recorded telephone message which provides information about the most recent job listings on the College of Law Placement Bulletin Board. The job listing number is given first; then it is followed by a brief job description, qualifications and application procedures. The College of Law job listings are available everyday. The message is updated as needed. The "HOT LINE" number is available to students and graduates who are registered with the Placement Office.

F. SOUTHEASTERN PUBLIC INTEREST JOB FAIR

The Southeastern Public Interest Job Fair is a recruiting conference sponsored by the College of Law Placement Office and Atlanta Legal Aid Society. The Job Fair facilitates recruitment of law students in the states of Georgia, Alabama, Florida, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee by public interest and public service law employers in these states. For the third Job Fair in November 1987 at GSU College of Law, 70 students representing 15 law schools from 6 states, participated in over 195 interviews with 18 employers.

The fourth annual Job Fair is scheduled for Saturday and Sunday, November 5-6, 1988 at our school. The deadline for sign up will be October 1, 1988. Please check with the Placement Office for sign-up procedures.

G. SPRING FOUR-IN-ONE RECRUITING CONFERENCE

The Placement Offices of the four Georgia law schools sponsor the Spring Four-in-One Recruiting Conference. The Conference provides an opportunity for legal employers to interview law students from all four schools in one location on one day. For the 1987-88 academic year, the interviews were held on Saturday, March 5 at Ramada Renaissance; 26 employers and about 95 students participated.

Plans are under way to schedule the Third Annual 4-in-1 Conference. The deadline to sign up will be one week prior to the conference date. Please check Placement Calendar for exact dates.

H. MID-SOUTH LAW PLACEMENT CONSORTIUM

The Mid-South Law Placement Consortium is a recruiting conference that allows legal employers an opportunity to interview law students from mid-south law schools (Alabama, Georgia, Kentucky and Tennessee) in Nashville, Tennessee.

I. PLACEMENT STATISTICS

Please advise the Placement Office of any call-back interviews, job offers, and/or job acceptances or declinations. This information not only enables us to compile employment statistics for the school, but also enables us to assist students still seeking employment. A suggestion box has been placed outside of the Placement Office (Room 168) for your

convenience.

If you are aware of any employment opportunities you do not intend to use or wish to share with others, please let us know so that we can make this information available to everyone. We appreciate your cooperation.

Please let us know of any suggestions you may have which may improve our services. We welcome your comments. A suggestion box has been placed outside of the Placement Office for your convenience.

J. RECIPROCITY

If you plan to work in another state, please see the Placement Office about arranging reciprocity with a law school in that state.

GSU COLLEGE OF LAW RECIPROCITY POLICY

We make our facilities available to students and graduates from National Association for Law Placement (NALP) member law schools which allow our students and graduates to use their facilities.

Requests for reciprocity must be made in writing by a placement officer before any services are provided. Reciprocity is granted for a period of six months from the date of the request.

Reciprocity includes the following services: job listings and the use of the Placement Library. It does not include participation in on-campus interviews and resume forwarding.

If another school's reciprocity policy is more restrictive than ours, our policy will be adjusted accordingly.

V. CAREER PLANNING

Don't wait until graduation, begin planning your career NOW!!!

Decide what you want to do.

Determine your skills and goals:

What skills do you enjoy using?
What are your strengths and weaknesses?
How much money do you need?
Is quality of life important?
Are you a team player?
Be realistic.

Select type of employer: Carefully research all options. (See Section D for list of job opportunities.) For example, if selecting a firm, consider size, type of practice, backgrounds of partners and associates, ratio of partners to associates.

Select location: Be flexible to relocation to another area.

Consider differences between "small town" practice and "downtown" practice and which you would prefer.

Prepare Resume: Do this during first quarter of your first year.

Recordkeeping: Keep copies of all correspondence with employers.
Keep schedule of all interviews; you do not want to miss any interviews.
Keep notes of your interviews and the interviewers.

Get experience during law school.

Part-time jobs, summer jobs and internships will help you decide what to do or not do and will provide valuable work experience.

Summer Jobs: Large firms usually hire their associates from their summer clerks. If you want to work for a large firm you should apply for a summer clerkship with that firm. These firms hire summer clerks in the fall of their 2nd year to work the summer after their 2nd year.

The Skills Training Committee of the ABA's Section of Legal Education and Admissions to the Bar has developed the following guidelines for Part-time Law Clerking:

SUGGESSTIONS FOR LAW STUDENTS

1. Full-time students should accept part-time employment only after the first year of law school, and then only to the extent that it does not interfere with their ability to attend law school classes, perform assigned clinical work, complete written assignments and prepare adequately for examinations.

2. Students attending law school on a full-time basis should scrupulously adhere to the ABA rule limiting part-time employment to no more than 20 hours per week.

3. Students working part-time should recognize their professional obligations to their employers and their clients, and should observe the highest standards of professional competence in their work.

4. Students should recognize the special obligation of confidentiality arising from the employment relationship.

Network: Use your family, friends, fellow students and professors to help you make contacts within the legal community and use those contacts to help you find a job.

Bar Exam: If you plan to take the Georgia Bar Exam, it will be helpful to your job search to take it before you graduate. Many employers will only hire members of the bar so don't panic if you don't have a job by the end of your third year.

Persistence is the key--don't give up. Finding a job requires continuous and consistent effort on your part.

UTILIZE THE PLACEMENT OFFICE FACILITIES AND SERVICES!

SAMPLE RESUME

ELIZABETH C. MILLER
123 Briarcliff Road
Atlanta, Georgia 30339
(404) 229-4567
(404) 651-2061 Placement Office

EDUCATION

Georgia State University College of Law, Atlanta, Georgia
J.D. expected June 1989
Class Rank: Top Third (180 students in class)
American Jurisprudence Award in Torts
Moot Court Board
International Law Society

University of North Carolina, Chapel Hill, North Carolina
B.A. Cum Laude in Political Science, June 1984
Student Government Senator (2 years)
Pre-Law Club, President 1983-84

EMPLOYMENT

Law Clerk -- Summer 1986
Fuller, Matthews & Lewis, Decatur, Georgia
Researched and drafted pleadings in personal injury
litigation area.

Law Clerk Internship -- Fall 1985
Community Legal Services, Atlanta, Georgia
Clinical poverty law program. Handled civil and
criminal cases in all aspects except court appearances.

Waitress -- Summer 1984
The Mansion, Atlanta, Georgia
1981- 1984 Various jobs throughout college to help
finance education. These included life guard, tutor and
clerical work.

SPECIAL SKILLS Fluent in French

PERSONAL

Born April 14, 1960 in Macon, Georgia
Single
Interests: Tennis, music, swimming and volunteer work.

REFERENCES Available upon request.

B. COVER LETTER

The cover letter is the first thing that the employer sees; therefore, it must entice the reader to go on to your resume. Also, this may be the only writing sample the employer will see, so do a good job.

MUST be individually typed.

If your letter is just a copy of a "form" letter, the employer will give you only as much consideration as you gave in preparing the letter -- very little.

No errors!! Check for typos and misspelled words.

Use good grammar.

Use a business format.

Should be only one page long.

Include: Your address and phone number

If you do not have a contact person, address the letter to the person who is the hiring attorney or recruiting coordinator.

1st Paragraph: Introduce yourself
Explain your purpose in writing
Note resume is enclosed

2nd Paragraph: Explain your interest in the employer (name the employer) and how your qualifications will fit with employer. Employers appreciate the fact that you have taken the time to research them.

3rd Paragraph: Thank employer
Let employer know when you are available to meet
Conclude with expectation of response or you will call them

SAMPLE COVER LETTER

October 15, 1988
123 Briarcliff Road
Atlanta, Georgia 30339
(404) 658-1011

Mr. Thomas Johnson
Smith, Johnson & Jones
900 Peachtree Center
233 Peachtree Street
Atlanta, Georgia 30303

Dear Mr. Johnson:

I am a third year law student at Georgia State University College of Law in Atlanta, Georgia. I am writing in regard to a position as an associate. Enclosed is my resume for your consideration.

Smith, Johnson & Jones interests me because of your specialization in real estate law. As you will note from my resume, I have clerking experience doing legal research and writing in real estate law. In addition to the basic property course, I have taken the real estate transactions and land planning law courses.

I am available to meet with you anytime. If you have any questions, please feel free to contact me. Thank you very much for your time and consideration. I look forward to your reply.

Very truly yours,

Paul A. Armstrong

C. INTERVIEWING

BEFORE

Be prepared: Research employer and prepare answers.

Take extra copies of your resume and of your references.

Dress: Neat, clean, conservative - dark suit with white shirt

Arrive on time!

If you have an on-campus interview, please knock when it's time for your interview, but do not enter until invited to do so.

This will help the interviewer stay on schedule.

DURING

Conduct: Mind your manners - be polite, respectful and professional
Greet interviewer with a firm handshake
Maintain eye contact with the interviewer
Sit up straight
Use good grammar - no slang
Be articulate - speak forcefully
Be enthusiastic !!!!!
Be yourself.
Be honest - Tell the truth.

Questions: Be prepared to answer the usual questions (see list of typical questions)
Be honest - If you don't know the answer, say so
Be prepared to ask questions
Have an idea about the points you want to make about yourself and try to fit these into the interview

Adapt to the personality of the interviewer.

Lunch: Order conservatively and don't drink.

End interview by getting idea of when and how you'll hear from interviewer and thank interviewer.

AFTER

Send thank you letter.

Keep record of all interviews; note your impressions and names of all interviewers.

Follow-up: If interviewer says he'll let you know results and doesn't, call or write a few days after the promised date.
If you don't hear within 2-3 weeks, call or write.

Offers: Accept or reject as soon as possible.
Once accepted, you must fulfill your commitment.
Notify Placement Office of offers you've received, accepted and/or declined.

INTERVIEWER QUESTIONS: Be prepared to answer the following types of questions.

Why should we hire you?
Why do you want to work here?
Why do you want to work in this city?
Why do you want to be a lawyer?
In what area of the law are you most interested and why?
What do you want to be doing 5 years from now? 10 years from now?

Tell me about yourself.
How would you describe yourself?
What are your strengths and weaknesses?
Whom do you admire and why?
What was the most interesting book you have ever read?

Tell me about your law school.
Why did you select GSU College of Law?
What classes did you enjoy most and why?
What extracurricular activities are you involved in?
Explain your grades: Be prepared to explain why your grades are not high.

Do not apologize; explain that you have other commitments such as family or work.

Did you work while you were in school?
Why do you want to change jobs?
Why do you want to change your field of work?
Describe your most recent job duties and responsibilities.
What is the most important thing you have learned from your job?
What did you like best/least about your job?

Be prepared to answer any questions about your resume.

Do you have any questions?: Be prepared to ask questions.

DISCRIMINATORY QUESTIONS. Be prepared to respond to discriminatory questions (How old are you? Do you plan to have children? Do you think you will have trouble fitting in with this firm?). Try to turn the questions to your advantage so as not to jeopardize any job opportunities for you or your classmates. Often, personal questions are not intended to be offensive but are asked to determine whether you will be effective in the position. If you don't think the question is appropriate at all, be polite and terminate the interview. Please let the Placement Office know.

YOUR QUESTIONS: If the interviewer asks if you have any questions, be prepared to ask the following types of questions.

How many summer clerks/associates will you hire this year?
What percentage of summer clerks become associates?
How are summer clerks/associates trained?
How are summer clerks/associates supervised?
How much responsibility do summer clerks/associates get?
How is work evaluated?
Is the associate given periodic review?
Do associates specialize?
What is the relationship between partners and associates?
What types of outside interests do your lawyers have?

What is the history of the firm?
Do you have plans for growth?
What is your turnover rate?
What do you feel are the firm's strengths and weaknesses?

What is the starting salary?
Are there bonuses?
What is the expected raise?
What are the fringe benefits?

How long does it take to become partner?
How is admission to partnership decided?
What is the compensation for partnership?
What are the responsibilities of partners?
Is there a contribution for partnership?

What types of clients do you have?
How many clients do you have?
What is the expectation of associates to get clients?
What credit does an associate receive for bringing clients into the firm?

What type of work do you (the interviewer) do?
How long have you been with the firm?
What do you like about the firm?

SAMPLE "THANK YOU" LETTER

October 24, 1988
781 Northside Drive
Apartment 6-B
Atlanta, Georgia 30343
(404) 997-8901

Ms. Sharon Williams
Fleming & Phillips
100 Peachtree Street
Atlanta, Georgia 30303

Dear Ms. Williams:

I am writing to thank you for the interview I had with you yesterday at the College of Law. I enjoyed meeting you and discussing your firm. If you need any further information, please let me know.

Thank you for your time and consideration. I look forward to hearing from you soon.

Very truly yours,

Marshall Bates

SAMPLE "THANK YOU FOR OFFER" LETTER

Dear _____:

I am delighted that you have offered me a position with your firm. I will let you know my decision shortly.

Thank you.

Very truly yours,

SAMPLE "NO OFFER" LETTER

Dear _____:

Thank you for informing me of your hiring decision. I realize you cannot offer positions to all of the individuals you interview. Should your hiring needs change, I would appreciate consideration.

Thank you for your time and attention.

Very truly yours,

D. JOB OPPORTUNITIES

The following is a list of major types of job opportunities available to law graduates.

PRIVATE PRACTICE

Law Firm: About 55% of our Class of 1987 are practicing with a law firm.

Solo Practice

Informal Association

GOVERNMENT

Federal: Largest employer of attorneys
FBI hires attorneys for agents

State & Local

CORPORATIONS

Accounting

Banking: Trust Department
Investment Banks
Commercial Banks

Corporate In-house Counsel

Insurance Companies: Hire attorneys for management training

JUDICIAL CLERKSHIPS

Federal: Require high academic background
Most hire at least one year in advance of starting date

State: Apply in fall of third year

MILITARY

Judge Advocate General Corps: Air Force, Army, Marines & Navy

PUBLIC INTEREST

Most require sincere desire to aid the underprivileged

Legal Services

Public Defender

ACADEMIC

Teaching: Law Schools require very high academic credentials
Undergraduate opportunities include business schools
and political science departments

Law Librarian: Law Schools
Law Firms
Large Corporations
Courts

Administration: Law Schools

GRADUATE LAW STUDY